Using Your SOU Email Account with mailto Links (Windows)

David Raco - 2023-09-07 - Comments (0) - Google Apps

Mailto links instruct your computer to compose an email to a specified recipient. (For example, helpdesk@sou.edu.) How your computer responds to mailto links depends on which program on your computer is set as the default program for the mailto protocol. This article will show you how to configure your Windows computer to use your SOU Gmail account as the default mailto handler.

Step 1) Install the Google Apps suite if your computer does not already have it.

The easiest way to tell if your computer has the Google Apps suite is to look for the shortcuts to Google Calendar, Google Docs, and Google Mail on your desktop. You can also check for the shortcuts in your Start Menu under All Programs if you suspect you may have deleted the desktop shortcuts. If you have the shortcuts, you should skip to Step 2, otherwise follow the instructions below to install Google Apps on your computer.

How to install Google Apps:

Look for the Google Apps install package in Self Service. If you encounter problems with Self Service or you do not wish to install Google Apps yourself, please contact your Computing Coordinator.

Step 2) Launch the Default Programs application

You will find the Default Programs application under your list of All Programs in the Start Menu, near the top of the list, or you can search for it using the built-in search feature of Windows.

Finding Default Programs manually

Searching for Default Programs

Step 3) Select "Associate a file type or protocol with a program" from within Default Programs

Step 4) Find the entry for MAILTO in the list of protocols and select it

Scroll to the bottom of the list, to the section labeled Protocols. Either double-click the MAILTO entry or select it and then click the Change program button.

Step 5) Set Google Apps (MSVS) to be the default mailto handler

Click the icon for Google Apps (MSVS) and then click OK.

Step 6) Verify the new MAILTO entry

If everything is set up correctly, you should see "Google Apps URL (sou.edu)" in the Description field next to where it says MAILTO. If the Description field shows anything other

than that, including "Google Apps URL" without the sou.edu part, please contact your Computing Coordinator as Google Apps may need to be reinstalled on your computer.

Step 7) Test your new mailto settings

Now that you've set your mailto handler to be your SOU email account, try clicking the following link:

helpdesk@sou.edu

If an email compose window with "helpdesk@sou.edu" as the recipient does not appear on your screen (**Note:** You may be prompted to sign in to your account first), please contact your Computing Coordinator. We may need to adjust certain settings in your web browser to point it to Google Apps.